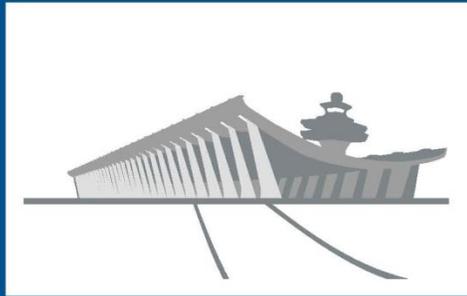


Attachment 1.11a

Metropolitan Washington Airports Authority Permitting Requirements

DULLES TOLL ROAD AND ACCESS HIGHWAY



GUIDELINES FOR LANE CLOSURES & OPERATIONS



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Washington Dulles International Airport Access Highway
Dulles Toll Road (267)

Lane Closure Policies and Procedures

O&I

Metropolitan Washington Airports Authority

June 2013

1.1 Overview

This policy standardizes the process for requesting and receiving approval for the locations, dates, and times of temporary lane closures, shoulder closures, and detours, for work zones and special events for the Dulles International Airport Access Highway, (DIAAH, or Access Highway) and the Dulles Toll Road, VA RT 267 (DTR, or Toll Road), public roads within Dulles Airport, and ramps to or from the Dulles Toll Road.

Attachments 1-6 includes reference maps, work hours for lane, shoulder and temporary roadway closures, lane/shoulder closure request form, and personnel contact information.

1.2 Process

Parties requesting work hours on the Dulles Airport Access Highway will use the MWAA Lane Closure Request form (attachment 1) and submit it electronically to the Dulles Engineering and Maintenance Department, Maintenance of Traffic (MOT) coordinator for review, coordination, approval and distribution. Request for lane closure on the Toll Road will submit the same MWAA form and submit it to the Toll Road Manager or their designee. For projects spanning both roadways, one point of contact may be established.

The requests will be checked for completeness, accuracy, coordination with special events, conflicts with other work, holiday restrictions, in addition to the hours, and durations requested. Requests with missing or confusing information will be returned for clarification. Include the VA Work Area Protection Manual Traffic Control Plan (TCP) designation, and requestor contact information. An example of a completed request is included as an attachment.

1.2.1 Qualifications for Persons Requesting and Implementing Maintenance of Traffic activities.

MWAA enforces the provisions of the Commonwealth of Virginia with regard to work zone personnel training and certification. Prior to requests for maintenance of traffic activity, requesting persons are required to provide certification for personnel designing or requesting the TTC, and documentation of trained on-site project personnel. The following link may be used for these purposes.

www.virginiadot.org/business/resources/NOVA_FairfaxPermits/Work_Zone_Certification_LUP-WZTCC.pdf

1.2.2 Referenced Standards

The Metropolitan Washington Airports Authority has adopted the Virginia Department of Transportation Work Area Protection Manual, and the MUTCD as adopted and modified by VDOT, latest editions, incorporated by reference in 24VAC 30-315-10.

1.3 Information Requirements

Information on the request will include the request number (company abbreviation per the MOT coordinator, numbered sequentially from 001), dates and times, lane(s) direction and location. Locations are noted per the posted mile markers to the nearest .1 mile. The indicated distance includes all advance sign placements, and the stated range of closure corresponds with the direction, increasing eastbound and decreasing westbound. Include the nature of the work, any detour requirements, and if police presence is desired, or required. Refer to paragraph 2.5 for police presence requirements.

1.4 Coordination with other Regional Agencies

MOT events requiring detours from the Toll Road to adjacent Virginia Department of Transportation roadways must be submitted to, and approved by, VDOT Traffic Engineers, or the authority having jurisdiction over the proposed detour route. Approval of any detour-related requests are contingent on an approved detour route and times by the appropriate agency(s). Projects of other jurisdictions requiring Maintenance of Traffic on adjoining roadways which requires access for work, or disturbance to traffic on entry or exit ramps to the Toll Road or Access Highway must also be coordinated and permitted as described for mainline work.

1.5 Construction Permits

All work on property under the jurisdiction of MWAA is subject to Airport Work Permits or Construction Permits issued by the Authority as determined by the Virginia Uniform Statewide Building Code. Permits are issued under the requirements posted on the Authority website at <http://www.mwaa.com/572.htm>. Airport work permits may be

located in section 1.3.11. https://www.mwaa.com/sites/default/files/application_for_permit_form_-_revised_july_2018_1.pdf
https://www.mwaa.com/sites/default/files/permit_application_checklist_-_2018.pdf

1.6 Hauling Permits

Oversize vehicles are not permitted on the Dulles Toll Road. In the event a state permit is required for oversize loads to Dulles Airport, the state permit will terminate at a connection for the Dulles Access Road, i.e. at Route 28, or the transition at the Dulles Connector Highway from Rt 66. Movement on the Access Highway shall be coordinated with the MOT coordinator. Vehicles must comply with DMV size weight and equipment requirements and there are no fees for authorized DIAAH road use. The Airport Access

Highway may only be used to transport oversize loads destined to Dulles Airport or projects permitted by MWAA.

1.7 Approvals

MOT representatives of the Metropolitan Washington Airports Authority only approve of the location(s), dates and times for the requested Traffic Control Plan. The requesting person has the responsibility to select, install maintain, manage and remove the MOT measures in accordance with the Virginia Work Area Protection Manual, or similar VDOT publications related to traffic and work area safety.

1.8 Contact List

Prior to any request approvals, the contractor must provide an acceptable emergency contacts list for the project which include e-mail, office and cell phones for 24-hour contact in the event of project related incidents requiring contractor attention. The list shall include the contractor's traffic engineer or coordinator/requestor, superintendent, (if different and project manager. Depending on the size and complexity of the project additional contact may be requested as appropriate.

1.9 Exceptions

Emergency repairs are exempt. Such repairs may include pavement or bridge deck failures, bridge structure impact damage, roadside appurtenance repair, and slope stability. On site coordination of lane closures shall satisfy the MWAA procedures. Routine maintenance during non-peak hours as determined by the authority, such as crack sealing, pavement marking guardrail repair or landscape maintenance, are subject to coordination requirements

1.10 Limit of Application

Dulles Toll Road

Lane closures for the Dulles Toll Road begin at Route 28 on the westerly termination including all ramps. The eastern limits are west of the 495 southbound lanes bridge at mile 13.2 eastbound, mile 12.8 westbound. Route 267 west of RT 28 is the jurisdiction of TRIP II, operator of the Greenway. The Connector Highway between Route 66 and mile markers above is the Virginia Department of Transportation jurisdiction.

Dulles Access Highway

Lane closures for the Dulles Access Highway, eastbound and westbound, extend from the Airport Terminal to mile marker 14.3, the merge with the Dulles Connector Highway. A mileage map is included as attachment #7.

1.11 Liability Insurance.

The person so permitted to use public rights-of-way shall furnish a public liability and property damage insurance contract insuring the liability of such person, firm, association, organization or corporation for personal injury or death and damages to property resulting from such temporary use in such amounts as shall be determined by the governing body of the locality; the locality shall be named as an additional insured in the contract.

2.1 Minimum Plan Requirements

Temporary Traffic Control measures shall be in accordance with the Virginia Work Area Protection Manual, latest edition. The selection of appropriate traffic control plans shall be made by persons appropriately certified through training classes approved by the Virginia Department of Transportation and 23 CFR Part 630J. Traffic Control Plan designations are to be included on the Lane Closure Request. Persons applying for closures are responsible for the proper selection, use, implementation, and maintenance of the temporary traffic control measures.

2.2 Closure Planning:

Shoulder or single lane closures are required to be submitted by close of business Wednesday for the following week. Requests for single lane closures are limited to a two-week period. Shoulder closures may be requested for up to 30 days and may be extended by the MOT coordinator upon request.

Multiple lane closures (DTR Only), require minimum 14 calendar days' advance coordination. Multiple lane closures will also be subject to alternate time and day restrictions. Refer to attachment#3 for time information.

Total temporary closures, ramp closure, detours, require a minimum 14 Calendar days coordination. The contractor will be required to operate variable message sign(s) one week in advance of these events. Closure/Detours are limited to night hours, and may vary by time on the roadway and direction requested. Coordinate advance message sign requirements, proposed sign message and placements, and duration with the MOT coordinator.

2.3 Distance Separations

On the both roadways maintain 1.0 mile of unobstructed lane between closure events. On the Access Highway, consecutive, alternate lane closures (lane shifts of right and left lane closures) are not permitted, also requiring a 1-mile separation. Lane closures length may not exceed 2 miles.

2.4 Night work

Night work hours for both roadways are identified in the attachments. Police presence is required for non-typical events such as temporary stoppages and detours. The quantity of officers will be determined by the assigned officer for either the DTR or the DIAAH, based on the MOT plan presented.

See paragraph 2.5 for police coordination.

2.5 Police Coordination

MWAA police have jurisdiction over both roadways. Police may require alteration or removal of any traffic control devices at any time. Arrangements for police presence for night work, or special events, should be made with the same advance notice as the closure request and are only authorized in conjunction with an approved closure request. Arrangement for compensation (see attachment #5) must be on file prior to scheduling police presence requests. Police contact information is also included as attachment #4.

2.6 Accidents and Similar Emergencies

For accidents requiring emergency assistance, dial 911. Alternate jurisdictions may be first responders along the roadway to expedite assistance. For assistance due to equipment failures or unplanned lane restriction, call the Public Safety Control Center at 703-572-2400. Police or motorist assistance vehicles may be dispatched, depending on need, availability and location.

2.7 Weather, Emergency Cancellations, Weather Related Coordination,

MWAA uses VDOT criteria for weather related cancellations and MOT removal requirements. Police, MWAA MOT Coordinator, Airport Operations Officers or MWAA Engineers or designee assigned to the project also have the authority to cancel MOT events due to weather related, emergency, or special needs requirements.

During winter season, anti-ice applications may delay, postpone or cancel MOT activities. The contractor is required to coordinate lane closure activities with the roadway maintenance supervisors. For the Toll Road, call the control room at (703) 572-4902, For the Access Highway, contact the work order desk at (703) 572-2813. Applications may begin several days in advance of predicted snow or ice accumulation, plan accordingly.

2.8 Miscellaneous Cancellations

Regional early work dismissals, evacuations, or imminent extreme weather will be cause for immediate lifting of all traffic control devices on both roadways. Contractors will be advised when possible but must remain aware of local conditions.

2.9 VIP Movement Cancellations

Airport Operations is the airport's point of contact for VIP traffic movements on the Access Highway. Lane closures may be cancelled or suspended by Airport Operations or possibly directly through direct contact by other governmental agencies responsible for VIP security. For questions relating to VIP movements or directives, contact the Dulles Duty Manager at (703) 572-2730

2.10 Combining Roadways, Toll Collection

Any traffic control plan diverting traffic to alternate routes bypassing the Dulles Toll Road main toll facility may subject the contractor to lost revenue replacement. This decision rests with the Toll Road Operations Manager, and value is determined by recent historical reports generated from the revenue system software for similar time and day periods, or counts generated at the detour.

Contractor's vehicles and employees using the toll road, including those that may be under contract to Airports Authority, Dulles Airport, or the Dulles Toll Road cannot be exempted from payment of tolls.

2.11 Holidays

Holiday restrictions are listed in attachment #2. Historical data determines the restrictions for both roadways and may not be the same as published VDOT restrictions. Air travel through the holiday periods between Thanksgiving and New Year may create additional days restricting or prohibiting lane closures on the Access Highway. Request guidance, in advance, from the MOT Coordinator regarding closure restrictions.

2.12 Revisions and Amendments to Requests

Delays by weather, materials, equipment, and labor occur without prediction to construction activities. Requests to amend or revise lane closures should be coordinated with as much notification time as possible. Responses will be made as timely as possible; however unauthorized changes to dates, times or locations of closures are prohibited.

2.13 Unplanned Extensions

Contractor's planning requires anticipation for work delays and recovery. At the earliest indication that pick up times may not be met, notify the MOT Coordinator. In the event this coordination cannot be made, permit holders on the Access Highway must notify

Airport Operations at 703-572-2730, and on the Toll Road, notify the operations center at 703-572-4902.

Take steps to reduce the normal pick up process time by reducing MOT length where possible, removal of unnecessary materials and equipment, advance cleaning, or other measures to accelerate the return to service time. Repeated delays in removing lane restrictions at prescribed times will require a corrective plan prior to further request considerations.

2.14 Traffic Impacts

Requestors are obligated to maintain the traffic control devices, and awareness of traffic operations at the location. When or where TCP's create traffic delays either by contractor operations, site distance, or other unintended causes, the requestor must make adjustments to his operations or TCP to accommodate the free flow of traffic. MWAA also reserves the right to monitor traffic affected by the closure and require corrective action or removal.

2.15 Emergency Lane Closures

In an event requiring emergency lane closures for immediate repair or remediation by a contractor or third party, contact the MOT coordinator immediately. In unavailable, closures may be coordinated through Airport Operations for the Access Highway and the DTR Control Center for the Toll Road. Prior to establishing any emergency closure, ensure there are no existing conflicts within other closures for a distance of one mile proceeding and following the emergency work location.

3.0 Implementation

TCP device placement shall not begin until the approved times. Advance warning signs shall not be visible 15 minutes prior to the approved time. Upon completion of the set-up, the requestor shall drive the approach, and length of the TCP, and validate the safety, effectiveness, clarity, completeness, and function of the set-up, making adjustments as necessary. Periodic inspection and maintenance of devices throughout the closure period is also required.

3.1 Status Update

Each day, prior to the implementation of any closure, notify the MOT Coordinator distribution list by e-mail, listing the intended and cancelled lane closures for that day/night. An example is included as attachment 6. Additionally, on the Toll Road, notify the Operations Center immediately prior to deploying and upon removal of MOT activities.

Attachment 1



DIAAH & DTR Lane/Shoulder Closure Request Form

REQUEST No:

Highway/Ramp: _____
Direction: _____
Date (s) Scheduled: _____

DIAAH:
Dulles Toll Road:

M-Th: _____
Fri: _____
Sat: _____
Sun: _____

Start Time: _____ End Time: _____

Description of Work/Reason for Lane Closure: _____

Type of Closure: _____

From: _____
To: _____

Point of Contact (POC): _____
POC Telephone No: _____
TCP or MOT Plan No: _____

Detour Required: Yes: No:
Detour Approved: Yes: No:

Detour Route: _____

Notes: _____

Police Present : Yes: No: No. of Police: _____
MWAA: Fairfax County:

Attachment 2

Attachment # 2

Holiday Closure Schedule

Holiday	DIAAH	DTR
New Years Day	Not Permitted	Not Permitted
MLK Birthday	Per Schedule	Per Schedule
Washington Birthday	Per Schedule	Per Schedule
Memorial Day	Not Permitted	Not Permitted
Independence Day	Not Permitted	Not Permitted
Labor Day	Per Schedule	Per Schedule
Columbus Day	Per Schedule	Per Schedule
Veterans Day	Per Schedule	Per Schedule
Thanksgiving	Not permitted, See Note 1	Not permitted, lift by noon day prior
Christmas	Not permitted, See Note 2	Not permitted, lift by noon day prior

Holidays are based on day of observance.

Note 1. No lane closures one day prior to Thanksgiving Day, subject to additional demand restrictions.

Note 2. Contact MOT Coordinator for any additional Christmas holidays restrictions.

Attachment 3

Dulles Corridor Highways Lane Closure Schedules*

ROADWAY		SINGLE LANE CLOSURES	MULTILANE CLOSURES
EB DAAH	Day	9:00am-3:30pm	15 min total stop: 12:01am-5:00am Dual Lane w/ Detour: 12:01am-5:00am
	Night	6:00pm-5:00am	
	Night		
	Sat/Sun	5:00am-2:00pm, 6:00pm-5:00am	
WB DAAH	Day	8:00am-2:00pm	15 min total stop: 12:01am-5:00am Dual Lane w/ Detour: 12:01am-5:00am
	Night	7:00pm-5:00am	
	Night		
	Sat/Sun	5:00am-2:00pm, 8:00pm-5:00am	
EB DTR	Day	10:00am-3:30pm	Dual Lane: 10:00pm-5:00am Detour or TTC: 12:01am-5:00am Special Request
	Night	9:00- 5:00am	
	Night		
	Sat/Sun	10:00am-3:30pm, 8:00pm-5:00am	
WB DTR	Day	9:30am-3:00pm	Dual Lane: 10:00pm-5:00am Detour or TTC: 12:01am-5:00am Special Request
	Night	8:00pm-5:00am	
	Night		
	Sat/Sun	10:00am-3:30pm, 8:00pm-5:00am	

* Hours and times indicated are not assured. Alterations for location, events, and seasonal variations in traffic may alter permissible hours.

TTC , Total Temporary Closure.

Attachment 4

MWAA POLICE

TOLL ROAD OFFICER:

ACCESS HIGHWAY OFFICER:

PUBLIC SAFETY SERVICE CENTER (POLICE AND FIRE DISPATCH)

(703) 572-2400

AIRPORT OPERATIONS :(24/7)

(703) 572-2730

AIRPORT MOT COORDINATOR (DIAAH, METRORAIL ON BOTH)

(703)572-0257

TOLL ROAD OPERATIONS CENTER

(703) 572-4902, 4903

TOLL ROAD MOT COORDINATOR

(703) 572-4998

Attachment 5

Attachment #5
TERMS AND CONDITIONS
SPECIAL DETAIL – CONSTRUCTION/WORK ZONE
METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
POLICE DEPARTMENT

The Metropolitan Washington Airports Authority Police Department (MWAA) will provide services to the contractor (Contractor) listed on the attached Lane Closure Permit (Permit) in connection with construction work to be performed on the Dulles Toll Road and/or the Dulles Airport Access Highway as described in the Permit. The Permit is issued to Contractor and Contractor accepts it, subject to the following conditions:

1. Contractor shall request the services of MWAA officer(s) in a format acceptable to MWAA with at least seven (7) days in advance in order to allow MWAA sufficient time to schedule officers.
2. Upon receipt of complete information from Contractor regarding the work, MWAA will schedule and provide its services in accordance with the date, time, location, number of officers required and description provided by Contractor.
3. MWAA will charge Contractor at the rate of \$70.00 per officer hour, inclusive of a marked police car. This rate is subject to change at any time by MWAA upon notice to Contractor.
4. In addition to the actual hours worked, Contractor agrees to pay MWAA for a minimum ½ hour of preparation time each way to and from the work detail site. If actual preparation time exceeds ½ hour, Contractor shall pay for the actual travel time billed.
5. MWAA will pay its officers for the work directly via payroll check. MWAA will invoice Contractor on a monthly basis. Contractor shall pay MWAA within thirty (30) days of receipt of an invoice from MWAA and send payment to the address indicated on the invoice. If requested, MWAA will provide backup documentation to support the charges.
6. To the extent reasonably possible, the officer will obtain the signature of Contractor's supervisory employee at the scene on the officer's timesheet for that detail. Such signature shall serve as evidence of the actual time worked.
7. In the event of changes to or cancellations of scheduled work details, Contractor shall be responsible for notifying MWAA of the change and/or cancellation by the following procedure:
 - A. Call the Dulles Police Station Sergeant's Office at 703-572-5704. If a supervisor answers the phone, Contractor should give the information to the supervisor who will notify the officer assigned to the work detail. If no one answers the phone, leave a message on the voicemail and go to step B.
 - B. Call the Dulles Police Station Front Desk at 703-572-2950. Give the cancellation or change information, along with Contractor contact information, to the officer who answers the phone. Indicate that a message has been left on the Sergeant's Office voicemail but that a supervisor needs to be notified as soon as possible. If Steps A and B fail for any reason, proceed with Step C.
 - C. Call the Public Safety Communication Center at 703-417-2400. Give them the change and/or cancellation information, along with Contractor contact information, and indicate that a Dulles supervisor needs to be notified as soon as possible.

8. All other notices, communications and other information related to the MWAA services to be performed shall be directed to Lt. Balser (703-409-3513) or Sgt. Cronberry 703-509-4720.
9. Cancellation charges shall apply unless Contractor cancels the request with more than twenty-four (24) hours' notice to MWAA. If Contractor cancels for any reason with less than twenty-four hours (24) notice and the officer has not physically reported to the detail work site, then Contractor agrees to pay MWAA for two (2) hours of officer time. If Contractor cancels for any reason after the officer has reported to the detail work site, Contractor agrees to pay MWAA for four (4) hours of officer time (plus travel time as set forth in item 4 above). Once the work detail starts, if it is cancelled for any reason less than four hours into the detail, Contractor agrees to pay MWAA for four (4) hours of officer time (plus travel time as set forth in item 4 above). If the detail is cancelled after more than four (4) hours into the detail, Contractor agrees to pay MWAA for the entire scheduled detail (plus travel time as set forth in item 4 above).
10. MWAA reserves the right to immediately terminate the services of an officer assigned to the detail, in the event MWAA deems it necessary to do so as a result of an emergency or other police matter that MWAA determines takes precedence over the detail. MWAA will make reasonable efforts to provide a substitute officer for the detail but in some emergencies, may not be able to do so and MWAA shall have no liability for any damages resulting from requiring its officer to leave the detail. When requiring an officer to leave the scene, MWAA agrees to make reasonable efforts to notify a representative of Contractor at the scene.
11. MWAA officers shall remain employees of and under the supervision of the MWAA Police Department throughout the detail.

WITNESS the following signatures:

**Metropolitan Washington Airports Authority
Police Department**

Contractor

Name	Name
Title	Title
Date	Date

Contact Information

Company:

Address:

Phone:

Attn:

Invoices to be marked Attn:

Attachment 6

Doug –

We plan on implementing the following closures, weather-permitting:

Day shift:

- 926 – Right lane of WB DIAAH from MM 6.2 to MM 5.5
- 933 – Left lane of WB DIAAH from MM 7.8 to MM 7.4 (DTP-3)
- 934 – Right lane of WB Toll Road from MM 6.4 to MM 6.2 ([Support 2](#))
- 935 – Right lane of EB Toll Road from MM 5.5 to MM 6.2 ([Support 7](#))

Night shift:

- [None](#)

Cancelled:

- 924 – Left lane of WB DIAAH from MM 11.7 to MM 10.0
- 925 – Full closure of EB DIAAH at Centreville Road
- 928 – Ramp narrowing at Ramp J (Facchina)
- 930 – Right lane of EB DIAAH from MM 10.3 to MM 10.7 (Facchina)
- 931 – Right lane of EB Toll Road at Route 7 (Facchina)
- 939 – [Full closure of EB DIAAH at Centreville Road](#)

APPLICATION FOR MWAA CONSTRUCTION PERMIT

Submit To: Building Codes/Environmental Department
Washington National Airport
Washington, D.C. 20001

Date of Application _____ Existing Use _____ New Use _____

I. Project Title _____ DCA IAD
Location _____
Description of Project _____ Occupant Load _____
_____ (Y/N) Project will require excavation on the AOA at DCA *Est. Const. Cost \$ _____

**This cost data may be furnished to Arlington or Loudoun Counties.*

II _____ (Y/N) Hazardous materials are anticipated. Attach list of hazardous materials and quantities.

_____ (Y/N) This project will require Special Inspection, in accordance with USBC Sec. 1704.

III. Name of Applicant _____
Address _____
City _____ State _____ Zip _____
Contact _____ Phone # _____
Signature _____ E-mail _____

IV. Name of Contractor _____
Address _____
City _____ State _____ Zip _____
Contact _____ Phone # _____ E-mail _____
VA Contr. License*: Class _____ No. _____ Expiration Date _____

Classifications _____
Plumbing Contractor* Sprinkler Subcontractor* Electrical Subcontractor* Mechanical Subcontractor*

**Attach photocopy of current VA Contractors License for the prime and all subcontractors.*

The law requires all contractors performing physical work on Airport property must have a valid Virginia contractor's license.

V. Architect/Engineer _____
Address _____
City _____ State _____ Zip _____
Contact _____ Phone # _____ E-mail _____



DIAAH & DTR Lane/Shoulder Closure Request Form

REQUEST No:

Highway/Ramp: _____

Direction: _____

Date (s) Scheduled: _____

DIAAH

Dulles Toll Road

M-Th: _____

Fri: _____

Start Time: _____

Sat: _____

Sun: _____

End Time: _____

Description of Work/Reason for Lane Closure:

Type of Closure:

From:

To:

Point of Contact (POC):

POC Telephone No:

TTC or MOT Plan No:

Detour Required: Yes: No:

Detour Approved: Yes: No:

Detour Route:

Notes:

Police Present :

Yes:
MWAA:

No:
Fairfax County:

No. of Police: _____